

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO) For Technology Services Issued By
Office of MN.IT Services @ Minnesota Department of Labor and Industry (DLI)

Project Title: *Workers' Compensation Initiation and CCLD Online Plan Review and Permitting*

Category: *Program/Project Management*

Business Need

The mission of the Department of Labor and Industry (DLI) is to ensure equitable, healthy and safe work and living environments in the State of Minnesota. DLI works to carry out its mission through enforcement, outreach and education. The agency oversees the state's apprenticeship, construction codes and licensing, occupation, safety and health, wage and hour standards, and workers' compensation programs. This staff augmentation offer includes two of those areas: Workers' Compensation and Construction Codes and Licensing.

Workers' Compensation (WC): The agency works to ensure that workers injured on the job are provided treatment and benefits required by law and has an objective to ensure appropriate benefits are delivered to injured workers quickly, efficiently and at a reasonable cost to employers. DLI currently utilizes custom-developed automated systems for the processing of workers' compensation claims and information. The Department of Labor and Industry has an initiative underway to implement a state-of-the-art Workers' Compensation technology system. An initial planning phase has been completed which included defining high-level business requirements and determining technology options. This Request for Offers is being issued to select a technology services project manager to coordinate and assist with completing the steps and tasks required, working with MN.IT Services, DLI and the initiation vendor for the selection of an implementation vendor.

Construction Codes and Licensing (CCLD): The CCLD unit supports the department's mission by establishing code standards; maintain consistent administration of construction codes, and licensing of construction and code professionals. The CCLD unit also provides education, testing and licensing services. For the purposes of this Request for Offer the focus is on the modifications required to ProjectDox software used by the permitting and inspections functions. The unit is also in the process of doing a full scale launch of ProjectDox electronic plan review software. The technology services project manager will be responsible for the coordination and completion of tasks required to implement the modifications and plan review software.

Project Deliverables

The selected vendor will be expected to provide full project management staff augmentation as outlined in the project responsibilities below.

Project Milestones and Schedule

- 8/22/2016 is the anticipated start date;
- 6/30/2017 is the anticipated completion of this project. The State reserves the right to exercise extension options.

Project Environment

The stakeholders for this project include:

- Workers Compensation Program Director, Project Sponsors and Project Steering Committee
- Construction Codes and Licensing Executive Director, Manager of Inspections and Permitting and Manager of Plan Review and Building Codes
- Other technical and business subject matter experts.

Project Requirements

- The selected vendor will be expected to perform the majority of their duties on site at the DLI offices located at 443 Lafayette Rd N, St Paul, MN.

Responsibilities Expected of the Selected Vendor

CCLD Electronic Permitting:

- Lead effort to upgrade TRAKiT desktop client.
- Facilitate requirements gathering and specification development for electronic permitting via eTRAKiT for Building and Plumbing disciplines.
- Coordinate CRW/SunGard vendor activities and monitor performance of requested work.
- Perform analysis and requirements validation for enhancements as needs are identified.
- Oversee testing efforts and confirm readiness for production deployments.
- Investigate GIS-enabled solutions for field inspectors.
- Investigate requirements, viability and need for mobile solutions for field inspectors.
- Oversee implementation of a replacement system for legacy MS Access database application.

CCLD Electronic Plan Review:

- Plan and execute a public launch of ePlans, based on Avolve Software's ProjectDox. Public launch includes design and deployment of web content as well as planning and facilitation of live public forums.
- Lead plan review staff in efforts to refine ePlans procedures and develop consistent applicant communication and reporting.

Workers' Compensation Modernization Initiation

- Support the WC Modernization project's Program Director by developing and managing project foundational documents, facilitating stakeholder meetings, compiling data for sponsor-level project status reporting.
- Work with selected WCM Initiation vendor to ensure that the project remains on schedule.
- Facilitate the resolution of issues that impede the progress of the WCM Initiation vendor.
- Review WCM Initiation deliverables for quality and completeness.
- Coordinate access to department staff so that they are available when needed by the vendor.
- Participate in requirements gathering sessions.
- Review final deliverable, the WCM Implementation RFP, for completeness and accuracy.

Please Note: The selected technology services vendor from this RFO process will not be considered for future solicitations that may be issued for the implementation of new Workers' Compensation System.

Mandatory Qualifications (To be initially scored as pass/fail. Thereafter, proposed resource(s) that meet the Mandatory Qualifications will be scored in part on the extent to which the resource exceeds these mandatory minimums. See RFO Evaluation Process, below.)

- The proposed project manager must have a minimum of six years of project management experience;
- The proposed project manager must be PMP (or equivalent) certified;
- The proposed project manager must have 5 years of experience related to technical specification documentation and writing;
- The proposed project manager must have 5 years of experience related to managing 3rd party vendors and interfaces to systems;
- The proposed project manager must have 2 engagements with work related directly to “build vs buy” evaluations.

Desired Skills

- Experience with Workers’ Compensation technology systems;
- Experience with case management systems;
- Experience with presenting options and making recommendations;
- Experience with permitting and inspection software;
- Experience with electronic plan review software.

Process Schedule

	Due Date
Deadline for Questions	08/08/2016, 4:00 p.m. CST
Anticipated Posted Response to Question	08/09/2016,
Proposals due	08/11/2016. 2:00 p.m. CST
Anticipated proposal evaluation begins	08/12/2016,
Anticipated proposal evaluation & decision	08/19/2016,

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Deb Johnson, mnitcontracts@state.mn.us

Questions and answers will be posted via an addendum Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder’s proposal may be removed from further consideration.

RFO Evaluation Process

- | | |
|------------------------------------|-----|
| • Exceeds Mandatory Qualifications | 40% |
| • Desired Skills | 30% |
| • Cost | 30% |

The State reserves the right to contact references and to adjust technical scores based on additional information derived from the reference checks.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Master Contractor Name
 Master Contractor Address
 Contact Name for Master Contractor
 Contact Name's direct phone/cell phone (if applicable)
 Contact Name's email address
 Consultant's Name being submitted Contact Name for Vendor

2. Overall Experience:

1. Resume identifying the Mandatory Qualifications – to be clearly noted in the response matrix - i.e. minimum pass/fail requirements, including companies and contacts where the resource has demonstrated the mandatory qualification as previously noted. If pass/fail requirements are not met further scoring of the proposal will be discontinued. Please complete the matrix below.
2. Resume identifying any Desired Qualifications.
3. Also include the name of three references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
4. Then continue the proposal with the remaining items in the order listed.

RESPONSE MATRIX	
Resource Name:	
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification
6 Years Project Management Experience	
PMP (or equivalent) certified	
5 Years of experience related to technical specification documentation and writing	
5 years of experience related to managing 3 rd party vendors and interfaces to systems	
2 engagements with work related directly to "build vs buy" evaluations	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill
Experience with Workers' Compensation technology systems	
Experience with case management systems	
Experience with presenting options and making recommendations	
Experience with permitting and inspection software	
Experience with electronic plan review software	

3. Cost Proposal

Include a separate document labeled "Vendor Name, Cost Proposal" which includes the name of the resource being submitted and their corresponding proposed hourly rate.

4. Conflict of interest statement as it relates to this project**5. Additional Statement and forms:**

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

Proposal Submission Instructions

- **Vendor is limited to submission of 1 resumes/candidates in response to the Request for Offers**
- **Response Information:** The resume and required forms must be transmitted via e-mail to:
 - Debra Johnson, Contract Manager, MN.IT Central
 - mnitcontracts@state.mn.us
 - Email subject line must read: Vendor Name, Work Comp CCLD, RFO#0144
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability**Indemnification**

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at: <http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will

receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.